

CIVILITY POLICY

1. Generally

City of Brisbane elected and appointed officials and City employees will treat members of the public with respect and expect the same in return. The City is committed to maintaining orderly administrative processes in keeping Council, Commission and Committee meetings and City administrative offices free from disruption. This Policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain to the extent reasonable a safe, harassment-free environment in which to conduct the City's business, whether that be at a meeting or in the workplace. The City encourages positive communication and discourages volatile, hostile or aggressive behavior.

2. Meetings

A. Council, Commission and Committee Members

The City Council and its appointed commissions and committees will practice civility and decorum in their discussions and debate. Members will value each other's time and will preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings, use personal, impertinent or derogatory remarks, nor interrupt any other member while that member is speaking.

- (i) All members have the opportunity, but are not required, to speak on any agenda item. Members may agree to disagree but no member shall speak twice on any given item unless other members have been given the opportunity to speak. All members should focus on the issue and avoid personalizing debate.
- (ii) The Mayor or Chair has the affirmative duty to maintain order and other members will honor the role of the Mayor and the Chair in maintaining order.
- (iii) Any Council member who violates the rules repeatedly shall be sanctioned by the City Council. City Council shall remove any Commission or Committee member who violates the rules repeatedly.

B. Persons addressing the Council, Commissions and Committees

Persons who wish to address the Council, Commissions and Committees are to submit comment cards prior to the start of the meeting so that the Mayor or Chair may manage the meeting. Persons who address the Council, Commissions and Committees must address his/her remarks to the Mayor or Chair and not to any other member of the public nor to City staff. Persons addressing the Council, Commissions and Committees shall not make personal, impertinent, derogatory, unduly repetitive or profane remarks to the Council, Commission or Committee as a whole, to any member of the Council, Commission or Committee, to City staff nor to the general public. Persons addressing the Council, Commissions and Committees shall not utter loud, threatening or abusive language, nor engage in conduct that unreasonably

disrupts or otherwise impedes the orderly conduct of the meeting. Persons who engage in this conduct shall, at the discretion of the Mayor or Chair, be required to leave during that meeting.

C. Enforcement

The rules of decorum set forth above shall be enforced in the following manner: The presiding officer shall request that a person who is breaching the decorum policy be orderly and silent (a warning). If the person after receiving such warning persists in breaching the decorum policy, the presiding officer shall order that person to leave the meeting. If that persons fails to leave the room, the presiding officer may order any law enforcement officer to remove the person from the meeting.